

**Adult
Education
Academic
Prospectus
2023-2024**



Welcome

An introduction to Adult Education at Aquinas

In our prospectus we will give you a flavour of the type of college Aquinas is and all the wonderful opportunities we have for adult learners.

Whether you have been attending courses at Aquinas College or it is your first time, you are all very welcome. We have a fantastic range of courses available and a state-of-the-art building in which to study. We provide courses for the local community and share our college and ethos with our adult learners. The college mission is at the heart of our provision and we pride ourselves on delivering a variety of courses delivered by enthusiastic and passionate teachers. Our learners return year-on-year and it is an inspiring place to learn a skill, achieve a qualification and make new friends.

We offer a variety of academic courses including AAT, GCSEs, Functional Skills and the Access to Higher Education course. This includes education and training for adults who want to upskill, improve their employment chances and/or move into higher education. We have a unique selling point in that our courses run in the evening so that people can fit their studies around employment or family commitments. Beginning a course after a long period of time away from education can be very daunting but our friendly staff make the process much less stressful.

Becoming an Aquinas student is much more than simply choosing your next educational establishment or furthering your steps into a chosen career. It is becoming a member of our wider community and, as with most things in life, the more you put in the more you get out. Use this prospectus, together with our website, to find out more about adult education at Aquinas.



Emma Bradbury
Head of Adult
Education



Alison Hesford
Adult Education
Manager



Melanie Wood
Adult Education
Receptionist

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Aquinas College strives to be a Catholic college for the whole community. Christ is at the very heart of our philosophy. This is expressed in our commitment to the Gospel values of freedom, justice and love.

We affirm and value each member of our community, recognising the dignity and unique nature of each individual. In this way the presence of Christ is celebrated. We share in each other's strengths, support each other in our weaknesses and strive for the highest standards of achievement in all we do. We also encourage a questioning stance towards the values of our increasingly secular society.

In short, we aim to provide reasons for living and hoping.

*"I have come so that they
may have life and have it to
the full."*

John 10:10

An Introduction to The Adult Centre

Why Choose Aquinas?

We are an inclusive college, with a fantastic building and excellent facilities, offering courses which suit a variety of lifestyles, being entirely taught on a Monday and Tuesday evening. Our experienced tutors offer a high standard of teaching and a great level of support. We are a small adult centre, fostering a real sense of community.

Equality, Diversity & Inclusion

The college adheres to the Disability Discrimination Act 1995 (as amended by the Special Education Needs and Disability Act 2001). We will make all reasonable adjustments to the college to avoid substantial disadvantage to any disabled student or other disabled people. If you are a disabled person, please ensure that we know what you need. There are designated toilets with access on the main corridor of the college building and lifts and ramps are also provided.

The Building & Facilities

The adult education reception is situated at the car park end of the building and is always staffed whilst you are in. On the evening of your course, you can come and speak to us about anything to do with the running of your course. We are always there to help and happy to chat!

Our students tell us they love our campus! Our building is state-of-the-art, and our adult academic students have access to the classrooms, labs and facilities they need to explore and make the most of their studies.

In addition to our academic courses, we have a wide range of leisure and language classes to explore. If you have ever fancied taking up art or a craft, learning a new language, or getting fit.

WE ALSO OFFER LEISURE COURSES



Refreshments

There are vending machines in the college canteen, which dispense hot and cold drinks and snacks. All machines are card only. There are also machines which dispense bottled drinks and snacks on the first floor, in the Café area. Fresh drinking water is available at various places around the college building; just bring an empty bottle to 'top up'.

Parking

Bicycle Shed

If you intend to travel to college on your bicycle, we have a secure covered bicycle shed near to the car park entrance of the college. You can obtain an access pass from reception.

Cars & Motorcycles

We have a large car park adjacent to the building and parking on the road. If you have an official 'blue badge' you can register at the Adult Education reception to obtain a gate entry pass, which will allow you to park in the designated disabled area near the building. A deposit of £3.00 is required, which is refundable at the end of your course.

IT

IT drop-in facilities are free to all students between 5.00 pm and 9.00pm Monday and Tuesday evenings. You can print out essays, course documents or any other documents you require for your course. There are IT Technicians available from 5.30pm on Monday and Tuesday evening to help with 'logging in' to the college system or other technical issues or difficulties. Please just ask at reception if you need help or support with IT.

Learning Centre

Our Learning Centre is located on the 1st floor and all students enrolled on examination courses are welcome to visit the Learning Centre and use the facilities and services provided. The Learning Centre is a three floor integrated facility where complementary teams work together. We have IT Technicians, IT Support, Learning Support and Library Service staff providing a comprehensive range of resources, support and information services.

Emma Bradbury

Head of Adult Education
(Curriculum, Quality & LT&A)

Guidance and Support

Available both before enrolment and whilst studying

Learning Support

Additional support is available for adult students if you or your tutors feel it would be beneficial. The Learning Support tutors/guidance team are happy to discuss your support needs with you:

- at enrolment
- at any time throughout your course

It may be something you only need for a short time (to help with coursework etc.). The main thing is that you know what we offer and you know who to ask for help.

You may be entitled to special arrangements for your assessments or examinations if you have a disability or a specific learning difficulty. This could include arranging extra time, a reader, hearing loops etc. to make your examination run as smoothly as possible.

The sooner you make us aware of an additional learning need, the sooner we can put the right support and arrangement in place. After notifying us (preferably at enrolment), you will be contacted by our Learning Support tutor early in the autumn term so please check your personal email. You can also speak to the staff at the Adult Education reception for advice.

Enrolment Advice

You may need advice before making the decision about which course is right for you. Our friendly staff are available to advise and guide you

on all aspects of our courses; which might

be most suitable for you, the necessary entry requirements, financial support and prospects once you have successfully completed. We can also help with questions around what the study involves, time commitments etc. Just give us a ring on 0161 419 3620.

Careers Advice

Appointments are available to discuss Careers and Guidance for all students attending the Aquinas Adult Education Department. We also have student support services for some courses, where students can seek extra guidance with study planning, essay writing or Maths.

Application & Course Information

Eligibility Criteria

Each course will have different entry requirements, which will depend on the nature of the course, and the level. Check the individual course page for further information.

How and When to Apply

Our academic courses will be taking applications from early May 2023 - to start in the 2023 - 2024 academic year. (Most courses start in September).

Apply online via our website: <http://www.aquinas.ac.uk>

For all academic courses, the next stage would be to come in for an interview with the relevant tutor, which may also involve a short test and an informal chat about the course to check its suitability for you.

Term Dates & Courses

Courses start 4th or 5th September 2023. The final term date is 3rd and 4th July 2024.

- **All** courses run on one on either **Monday or Tuesday evening**. some, such as Science GCSE, some of the AAT courses, and the Access courses run over both nights.
- Most courses run for the full academic year.

Disclaimer

All courses are dependent on enough students enrolling for the course to be viable. If a course fails to recruit the required number of students, we will let you know as soon as possible.

This brochure is correct at time of printing. We reserve the right to make changes to the advertised courses.

Students' Responsibilities

Attendance

Once you are enrolled on an academic course at Aquinas College, your attendance is important to us. Examination courses have a minimum attendance requirement. Please aim for 100% to ensure you achieve the grade you are capable of. We do appreciate however, that busy lives at work and home sometimes make it impossible for you to attend lessons. There will always be opportunities for you to catch up, so please ensure you do this.

Homework

Most examination courses require you to do as many hours of homework as you attend at college. You will be advised at enrolment if you are likely to be given homework and how long you will be expected to spend on this to ensure you achieve your qualification.

Reporting Absences

It would be really helpful if you could either advise your tutor of this in advance by emailing adulthoodeducation@aquinas.ac.uk or contacting the Adult Education helpline on 0161 419 3620. This helpline is available until 9.00pm on Monday and Tuesday evenings during term time. You can also call the main college switchboard (0161 483 3237) and choose extension 3 (Adult Education).

Course Directory

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I Could Not Have Asked for More from The Teachers



Access to Higher Education Diploma Health Professions

September - June, Monday & Tuesday evenings, 6-9pm.

Board: Open Awards

Level: Level 3

Qualification: Access to Higher Education Diploma

Entry: See additional information for Access students

Assessment Method: Formally assessed coursework

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Who is this course for?

Our Access programmes are designed for students above the age of 19, who may have been out of education for a while and would like another opportunity to study. An Access to Higher Education Diploma is an accepted alternative to A-Levels and is recognised by universities for admission onto a range of degree courses. With this pathway you can go on to study at degree level in one of many subjects, including nursing, physiotherapy, biomedical science and midwifery.

Course Outline

This course covers units, broken down into different modules and topics.

- Human Biology: this unit includes body defences; coordination and control; exchange and transport of gases; human reproduction; organisation of the body; diet and digestion; the cell; and homeostasis.
- Psychology: this unit includes stereotyping, prejudice and discrimination; social influence and independence; aggression; concepts of normality and mental health; psychological perspectives; non-verbal communication; and the nature-nurture debate.
- Developmental: As well as gaining credits in the subject areas above, the programmes have several developmental skills units that are gained as a requirement of the course.

These include:

- communication (academic essay writing)
- biological molecules
- research study skills (research and practical research for psychology).

Achievement of developmental skills credits, alongside subject credits, go towards the award of the Access Diploma.

Careers & Destinations

Over 80% of our former learners who complete an Access to Higher Education Diploma in Health and Social Science have progressed onto degree programmes for subjects such as: nursing, biology, physiotherapy, paramedic training, biology and nutrition. Following completion of the degree, students have then successfully progressed onto their career path in a related field.

Some example university offers from this year's students: Paramedic Science at Liverpool John Moores, Nursing at Manchester University, Midwifery at Salford University.

“The teaching is to a high standard at Aquinas and help is always available if required”

Access to Higher Education Diploma Psychology & Criminology

September - June, Monday & Tuesday evenings, 6-9pm.

Board: Open Awards

Level: Level 3

Qualification: Access to Higher Education Diploma

Entry: See additional information for Access students

Assessment Method: Formally assessed coursework

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Who is this course for?

Our Access programmes are designed for students above the age of 19, who may have been out of education for a while and would like another opportunity to study. An Access to Higher Education Diploma is an accepted alternative to A-Levels and is recognised by universities for admission onto a range of degree courses. With this pathway you could go onto degrees in criminology, social care/work, psychology, and policing.

Course Outline

This course covers units, broken down into different modules and topics.

- **Criminology:** this unit includes criminological practice; criminological statistics; the criminology of prisons; theories of crime causation; socio-biological explanations of crime; offender profiling; and sociological explanations of crime.
- **Psychology:** this unit includes stereotyping, prejudice and discrimination; social influence and independence; aggression; concepts of normality and mental health; psychological perspectives; non-verbal communication; the nature-nurture debate; and personality theory.

As well as gaining credits in the subject areas above, the programmes also offer a number of developmental skills that are gained as a requirement of the course.

These Include

- communication (academic essay writing)
- biological molecules
- research study skills (research and practical research for psychology).

Achievement of developmental skills credits, alongside subject credits, go towards the award of the Access Diploma.

Careers & Destinations

Over 80% of our former learners who complete an Access to Higher Education Diploma Humanities and Social Science have progressed onto degree programmes for subjects such as: forensic psychology, criminology, social work courses and psychology. Following completion of the degree students have then successfully progressed onto their career path in a related field.

Some example university offers from this year's students: BA Primary Teaching with QTS at Manchester Met University, Social Work at Salford University, Psychology at Manchester Met University, Criminology at Salford University

"It suited me that the classes were at night to fit around my job"

Additional Information for Access Courses

Entry Requirements

Grade 'C' (4) or above in GCSE English and Maths & for the Health Access course, you should have the Science GCSE at grade C (4) or above.

You may be required to take initial assessments in literacy and/or numeracy at an interview to help us check your skills in order to receive the correct advice and guidance. Also, you will need to demonstrate to the course tutor/advisor that you have the commitment and skills necessary to successfully complete the course. It is not necessary to have any prior knowledge of any of the subject areas.

Information for University

Applicants wishing to progress into higher education need to be aware that some higher education institutions (HEIs) may have additional entry requirements, you must check these with the universities directly.

Applying if English is not your First Language

For students whose first language is not English, you will be asked to complete a hand written English assessment, which will help us to place you on the correct course and identify any possible support needs that you may have. It is possible we would recommend you enrol onto an IELTS course prior to commencing Access. Required level: IELTS 7.0, with a minimum of 7.0 in reading, listening and speaking and 6.5 in writing.

Tutorials

All learners are assigned a personal tutor who will meet with them to discuss progress. Additional meetings can be arranged whenever required. Your tutor will help you with your application to higher education.

“Overall, brilliant. The courses have been enjoyable and all the people in the classes are very supportive. Much better than other colleges I’ve been to!”



Association of Accounting Technician Qualifications (AAT)



About AAT

Here at Aquinas we run a variety of professionally accredited AAT courses at different levels. Our tutors will be able to offer advice about the right one for you. For a full overview of the levels and specifications offered by AAT, scan the QR code.

As the world's leading professional membership and awarding organisation, AAT is dedicated to the education and development of accounting and finance professionals.

AAT has over 130,000 members across 90 countries, delivering training qualifications for some 70,000 people every year. Many employers are known to have employed AAT qualified staff, as the qualification is held in such high regard across industry.

Entry Requirements

There are no formal entry requirements for these qualifications and they are available to anyone who is capable of reaching the required standards. You would however need a good level of numeracy and reading/written English. For all of the courses you will need to have reasonable ICT/keyboard skills. You will be asked to come for an interview for each of these courses and you will be assessed for these skills.

Why study AAT Bookkeeping or Accounting?

On completing AAT qualifications, you will be armed with significant financial expertise. Employers of all types, from small to mid-sized firms to multi-national organisations, actively seek AAT qualified professionals.

What Are the Benefits of AAT?

- Specialised, transferable and recognisable career-boosting skills
- Industry-recognised qualifications
- Book-keeping - expertise to start a healthy business and become a professional bookkeeper
- Spreadsheet software to enhance your job prospects
- Flexible computer-based assessments
- Flexible computer-based assessments

Level 1 Award

Business Skills

Short course – 1 Term

Monday or Tuesday Evening – 6pm – 9pm

Board: AAT

Level: Level 1

Qualification: Graded: Pass/not yet competent

Assessment Method: Students must successfully complete one end-of-qualification computer-based assessment to achieve this qualification.

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Progression: You may go on to a relevant Level 2 course

Who is this course for?

Anyone wanting to explore business and finance at an entry level.

Course Outline

Two mandatory units:

Level 1 Working in the business environment

Level 1 Using numbers in business

Students completing this qualification will develop an understanding of how different organisations operate, across both the public and private sectors. They will learn how to contribute effectively in the workplace by working with others, managing their time, behaving professionally

and maintaining security of data. Students will also gain an understanding of the ways in which businesses process sales and purchases and the documentation and procedures used to move goods and services between businesses

Studying this qualification will also equip students with the basic numerical skills needed

in the workplace, and in life outside work. These numerical skills range from simple calculations that are used most often in business to working with decimals, percentages and fractions, and applying proportions and ratios. Students will also learn tools and techniques to enhance the presentation of numerical data.

“Brilliant, the teachers are all very professional, helpful and easy to understand. The Adult Education department is also wonderful.”

Level 1 Award

Book Keeping

Short course – 1 Term

Monday Evening – 6pm – 9pm

Board: AAT

Level: Level 1

Qualification: Graded: Pass/not yet competent

Assessment Method: Students must successfully complete one end-of-qualification computer-based assessment to achieve this qualification.

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Progression: You may go on to the Level 2 certificate in Book keeping

Who is this course for?

The skills developed in this qualification can lead to employment in junior or supporting administrative roles in companies across a wide range of sectors, for example, as a:

- Trainee Bookkeeper
- Accounts Administrator
- Billing/Payments Administrator/Coordinator
- Accounts Junior
- Accounts Receivable/Payable Assistant.

Course Outline

The Level 1 Award in Bookkeeping covers a range of skills and the relevant supporting knowledge in one mandatory unit: Level 1 Bookkeeping fundamentals.

Students completing this qualification will learn the importance of keeping financial information accurate and up to date. They will understand the key roles that a bookkeeper undertakes.

Students will learn underpinning theory including how to identify assets, liabilities, income, expenses and capital; how to identify profit and loss; and the differences between trading for cash and trading on credit. Students will also develop the skills to process customer and supplier transactions, to enter receipts and payments into the cash book and check amounts against the bank statement in preparation for bank reconciliation.

Students will be introduced to the dual effect of transactions. This is a fundamental underpinning concept for double entry bookkeeping and will support students who go on to study bookkeeping at Level 2. Students will learn the role that software can have in bookkeeping and the benefits and risks that different types of software may bring. They will explore the differences between cloud accounting software and traditional accounting software and learn about the importance of software security and the steps that can be taken to keep data secure.

“Aquinas is great! It is a friendly College with helpful teaching staff.”

Level 2 Certificate

Book Keeping

Short course – September - March
Monday Evening – 6pm – 9pm

Board: AAT

Level: Level 2

Qualification: Graded: Pass/Merit/Distinction

Assessment Method: Externally marked computer-based assessments

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Progression: You may go on to the Level 3 certificate in Book keeping

Who is this course for?

The purpose of this qualification is to ensure you have the solid bookkeeping skills necessary for most finance roles.

The course comprises two mandatory units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls

This qualification will suit you if:

- You have completed the introductory level and want to build on your skills;
- You are already working in finance and you want an industry-recognised qualification;
- You would like to work in bookkeeping with a large finance department or as an independent professional; or
- You run your own business and you would prefer to do your own bookkeeping.

Course Outline

Introduction to Bookkeeping: this unit provides students with an understanding of manual and digital bookkeeping systems, including the associated documents and processes. Students will learn the basic principles that underpin the double-entry bookkeeping system and will learn that digital accounting systems are automating some of the stages in the process.

Students will learn how to check the accuracy of invoices, credit notes, remittance advices, statements of account and petty cash vouchers. They will know how to use these documents to make entries in sales and purchases day books, sales and purchases returns daybooks, and discounts allowed and received daybooks using account codes, as well as how to transfer those totals to the sales, purchases and general ledgers. Students will have learnt all stages necessary to process transactions using both manual and digital systems. Reference to digital systems includes applications as well as both desktop and cloud accounting software.

Principles of Bookkeeping Controls: this unit takes students through a number of processes used in bookkeeping that help verify and validate the entries made. These processes enable the student to understand the purpose of control accounts and associated reconciliations. Students will also understand the use of the journal to the stage

of redrafting the trial balance, following initial adjustments. Students will develop the ability to prepare the value added tax (VAT) control account as well as the receivables and payables ledger control accounts, including reconciliation with the receivables and payables ledgers. This unit also explores the knowledge required to complete these bookkeeping procedures both manually and digitally. The skills and knowledge gained will enable students to understand the business environment and facilitate their comprehension of a digital accounting system.

Careers & Destinations

This qualification can lead to further study in bookkeeping, accountancy or to employment as a Clerical Assistant/Trainee Bookkeeper/Accounts Clerk/Finance Assistant or an Accounts Administrator.

Level 3 Certificate

Book Keeping

1 Year Course September – June
Monday Evening 6pm - 9pm

Board: AAT

Level: Level 3

Qualification: Graded: Pass/Merit/Distinction

Assessment Method: Externally marked computer-based assessments

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Entry Requirements: Assessed individually - many students progress on from the Level 2 qualification.

Who is this course for?

The Level 3 Certificate in Bookkeeping develops existing skills and knowledge to an advanced level for anyone wishing to pursue a career in bookkeeping.

This qualification offers progression for students who already have bookkeeping knowledge, either to gain employment in a bookkeeping role or to progress to further study. This qualification is suitable for those who have completed the Level 2 Certificate in Bookkeeping and may help students already working in a bookkeeping role to progress by offering them formal recognition of their skills.

Course Outline

The purpose of the Level 3 Certificate in Bookkeeping is to ensure that students have the advanced bookkeeping skills necessary to work in a bookkeeping role or to progress to higher level accountancy.

This qualification comprises two mandatory units:

- Financial Accounting: Preparing Financial Statements
- Tax Processes for Businesses.

A student completing this qualification will develop the skills needed for financial processes including accounting principles and concepts, advanced bookkeeping and preparing financial statements.

They will also understand business issues regarding payroll and value added tax (VAT) (which may be known by another name in other countries). All of this will be learned in the context of the ethical issues that a bookkeeper may encounter in their professional life.

The two units are assessed individually through computer based end of unit assessments.

Careers & Destinations

The bookkeeping skills developed by studying this qualification will enable a student to seek employment with confidence and/or to progress to the next level of learning.

The skills developed while studying this qualification could lead to employment in:

- Professional Bookkeeping
- Senior Bookkeeping
- Accounts Management
- Ledger Management

“The library is a really good resource and easy to use.”

Level 2 Certificate

Accounting

1 Year Course - September – June

Monday and Tuesday Evening (Both Nights) 6pm - 9pm

Board: AAT

Level: Level 2

Qualification: Graded: Pass/Merit/Distinction

Assessment Method: Externally marked computer-based assessments

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

“Aquinas has a welcoming building and excellent facilities.”

Who is this course for?

This course is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills. The purpose of the course is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector and additional business knowledge relevant to accountancy. The qualification offers a broader focus across several subject areas which enhances employability. This qualification comprises four mandatory units:

- Introduction to Bookkeeping
- Principles of Bookkeeping Controls
- Principles of Costing
- The Business Environment.

Course Outline

The purpose of this qualification is to ensure

that students are well rounded and well prepared to progress into a career in business, finance or professional accountancy, or into further education.

A student completing this qualification will develop accountancy skills in double-entry bookkeeping and basic costing, as well as an understanding of purchase, sales and general ledgers. Students will learn an understanding of accounting software and develop the professional skills and behaviours needed to contribute effectively in the workplace.

Working in accountancy requires good communication skills, IT skills and an understanding of the business environment, all of which are covered by this qualification.

The qualification develops additional business skills that have particular relevance to those working in accountancy, finance and general business roles. Students are introduced to elements of commercial law that might have an impact on them when working in accountancy, such as contract law, employment law and company law. In addition, students will further develop their business communication and personal skills

and will learn how to manage their personal and professional development through lifelong learning.

Three units are assessed individually in end-of-unit assessments. This qualification also includes a synoptic assessment that draws on and assesses knowledge and understanding from across a number of units.

Careers & Destinations

The skills developed while studying this qualification could lead to employment in:

- Professional Bookkeeping
- Senior Bookkeeping
- Accounts Management
- Ledger Management

Level 3 Diploma

Accounting

1 Year Course -September – June

Monday and Tuesday Evening (Both Nights) 6pm - 9pm

Board: AAT

Level: Level 3

Qualification: Graded: Pass/Merit/Distinction

Assessment Method: Externally marked computer-based assessments

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information.

Entry Requirements: AAT does not set any entry requirements for this qualification. Many students do, however, progress on from the Level 2 qualification.

Who is this course for?

Those wishing to build on existing accounting skills and experience. Skills developed through this qualification could lead to employment in roles such as:

- Assistant Accountant/Accounts Assistant
- Accounts Payable and Expenses Supervisor
- Audit Trainee
- Credit Controller
- Finance Officer/Assistant
- Payroll Supervisor
- Senior Bookkeeper
- Tax Assistant

Course Outline

There are four mandatory units:

Business Awareness: This unit provides students with an understanding of the business, its environment and the influence that this has on an organisation's structure, the role of its accounting function and its performance. Students will examine the purposes and types of businesses that exist, and the rights and responsibilities of key stakeholders. Students will learn what the micro- and macro-economic environments are and the impact and influence that changes in these environments can have on performance and decisions. This will include an understanding of the basic business law relating to the preparation of financial statements for different types of entities. Students will learn about the concepts of risk, types of risk and risk management for a business.

Financial Accounting - Preparing Financial Statements: This unit provides students with the skills required to produce statements of profit or loss and statements of financial position for sole traders and partnerships using a trial balance. In employment, students may be required to prepare a portion of, or all, the final accounts and this unit will give them the theoretical knowledge needed to complete that task.

Management Accounting Techniques: This unit provides students with the knowledge and skills needed to understand the role of management accounting in an organisation, and how organisations use such information to aid decision making. Students will learn the principles that underpin management accounting methodology and techniques, how costs are handled in organisations, and why organisations treat costs in different ways. Students will be able to recognise different approaches to management accounting and provide informed and reasoned judgements to guide management.

Tax Process for Businesses:

This unit explores tax processes that influence the daily operations of businesses and is designed to develop students' skills in understanding, preparing, and submitting Value Added Tax (VAT) returns to HM Revenue and Customs (HMRC). The unit provides students with the knowledge and skills that are needed to keep businesses, employers and clients compliant with laws and practices that apply to VAT and payroll. Students will learn about legislation and the importance of maintaining their technical knowledge through monitoring updates.

English for Speakers of other Languages

ESOL

Course length depends on units chosen Monday and/or Tuesday Evening (depending on units chosen).

6pm - 9pm

Board: Pearson QCF

Level: Entry Level 1, 2 and 3 Level 1 and Level 2

Qualification: Diploma: Pass/Merit/Distinction

Assessment Method: Pearson Devised Assessment

Cost: Free for students who qualify (please contact Stockport ESOL Advice Service for information).

Entry Requirements: Students should contact Stockport ESOL Advice Service for an initial assessment.

Website: www.gmesol.org

Email: esol@stockport.gov.uk

Who is this course for?

Pearson ESOL (English for Speakers of Other Languages) Skills for Life qualifications support learners whose first language is not English, helping them gain the communication skills needed to progress in the workplace, education and beyond.

Course Outline

There 3 units available, which can be taken as stand alone qualifications or as part of the full certificate:

- Speaking & Listening
- Reading
- Writing

ESOL qualifications give learners the competence and confidence to use their English skills in their studies and employment and other areas of their life. They give learners the opportunity to:

- improve their English language knowledge and skills
- achieve a nationally recognised qualification
- develop personal growth and engagement in learning
- acquire English skills for personal and employment-related applications

Functional Skills

English

1 Year Course September - June
Monday Evening 6pm - 8pm

Board: AQA

Level: Level 2

Qualification: Functional Skills: Pass/Fail

Assessment Method: Examination and Presentation

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information. This course is usually free if you don't already have a grade 4 or above in GCSE English and live in the Greater Manchester area.

Entry Requirements: There are no formal entry requirements for this course - your suitability will be checked at interview

Who is this course for?

This course is designed for those who:

- may have been out of education for a while and would like another opportunity to take a course and achieve a qualification;
- have recently achieved level 1 Functional Skills or ESOL level 1 - 2;
- want to prepare for GCSE; and/or
- want to improve their career and employment prospects.

Course Outline

This course should prepare you to make informed decisions about further learning opportunities and career choices, and to use language to participate effectively in society and employment. The course will enable you to: demonstrate skills in speaking, listening, reading and writing necessary to communicate with others confidently, effectively, precisely.

Achievement of this qualification demonstrates the ability at an appropriate level to read, write, speak, listen and communicate in English and to apply these skills effectively to a range of purposes in the workplace and other real life situations. A key aspect is to be able to communicate with confidence, effectiveness and with an increasing level of independence

Once completed you should be able to:

- Listen, understand and make relevant contributions to discussions with others in a range of contexts
- Apply your understanding of language to adapt delivery and content to suit audience and purpose.
- Read a range of different text types confidently and fluently, applying your knowledge and understanding of texts to your own writing.
- Write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar, and
- Understand the situations when, and audiences for which, planning, drafting and using formal language are important, and when they are less important.

“Overall, a great experience. Teaching is excellent and I have enjoyed learning in the evening. The structure fit in really well with my life.”

Functional Skills

Maths

1 Year Course September - June
Monday Evening 6pm - 8pm

Board: EDEXCEL

Level: Level 2

Qualification: Functional Skills: Pass/Fail

Assessment Method: Examination

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information. This course is usually free if you don't already have a grade 4 or above in GCSE Maths and live in the Greater Manchester area.

Entry Requirements: There are no formal entry requirements for this course - your suitability will be checked at interview

Who is this course for?

This course is designed for those who:

- may have been out of education for a while and would like another opportunity to take a course and achieve a qualification;
- have recently achieved level 1 Functional Skills or ESOL level 1 - 2;
- want to prepare for GCSE; and/or
- want to improve their career and employment prospects.

Course Outline

This qualification in Mathematics encourages you to develop confidence in, and a positive attitude towards, mathematics and to recognise the importance of mathematics in your own lives and to society. It prepares you to make informed decisions about the use of technology, the management of money, further learning opportunities and career choices.

This qualification should:

- Indicate that you can demonstrate your ability in mathematical skills and your ability to apply these through appropriate reasoning and decision making, to solve realistic problems of increasing complexity.
- Introduce you to new areas of life and work so you are exposed to concepts and problems which, while not of immediate concern, may be of value in later life and
- Enable you to develop an appreciation of the role played by mathematics in the world of work and in life generally.

The topics you will study on this course are as follows:

- Use of number and the number system
- Use of measures, shape and space
- Handling information and data

“I really enjoy my lessons and studies, even those I struggle with because I do get support and help from my tutor in class. I can also get support from home on email and through Google Classroom.”

GCSE

English

1 Year Course September - June
Tuesday Evening 6pm - 9pm

Board: AQA

Level: Level 2

Qualification: GCSE (grades 1 - 9 available)

Assessment Method: Examination and Presentation

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information. This course is usually free if you don't already have a grade 4 or above in GCSE English and live in the Greater Manchester area.

Entry Requirements: There are no formal entry requirements for this course - your suitability will be checked at interview

Who is this course for?

This course offers excellent preparation for progression onto English Language A level, Access to Higher Education, application for Teaching Assistant roles, or PGCE courses and is equally useful for career/employment progression. The course should prepare you to make informed decisions about further learning opportunities and career choices, and to use language to participate effectively in society and employment.

Course Outline

This course will enable students to demonstrate a number of skills in speaking, listening, reading and writing, which are necessary to communicate with others; express yourself creatively and imaginatively, becoming critical readers of a range of texts, using reading to develop your own skills as writers; and understand the impact of variations in spoken and written language and how you relate to identity and cultural diversity, select and adapt speech and writing. The content you will cover has been grouped into the following topics:

Critical reading and comprehension: identifying and interpreting themes, ideas and information; reading in different ways for different purposes; and comparing and evaluating. Summarising and synthesising by identifying the main theme or themes; summarising ideas and information from a single text and synthesising from more than one text. Evaluating a writer's choice of vocabulary, form, grammatical and structural features and comparing texts.

Writing: producing clear and coherent text by writing effectively for different purposes and audiences and describing, narrating, explaining, instructing, and responding to information. Using language imaginatively and creatively and using information provided by others. Writing for impact by selecting, organising and emphasising facts; citing evidence effectively; creating emotional impact; and using language creatively, imaginatively and persuasively.

Spoken Language: presenting information and ideas by selecting and organising information and ideas effectively and persuasively for prepared spoken presentations; planning effectively for different purposes and audiences; and making presentations and speeches. Responding to spoken language by listening to and responding appropriately to any questions and feedback. Expressing ideas using Standard English whenever and wherever appropriate.

“It has been great being able to attend classes in the evening as I work in the day! A really good experience.”

GCSE (Foundation)

Maths

1 Year Course September - June
Monday Evening 6pm - 9pm

Board: EDEXCEL

Level: Level 2

Qualification: GCSE (grades 1 - 9 available)

Assessment Method: Examination

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information. This course is usually free if you don't already have a grade 4 or above in GCSE Maths and live in the Greater Manchester area.

Entry Requirements: There are no formal entry requirements for this course - your suitability will be checked at interview

Who is this course for?

This qualification in Mathematics encourages you to develop confidence in, and a positive attitude towards, mathematics and to recognise the importance of mathematics in your own lives and to society. It prepares you to make informed decisions about the use of technology, the management of money, further learning opportunities and career choices. The course offers excellent preparation for progression onto Maths AS level, Access to Higher Education, applications for Teaching Assistant roles, or PGCE courses etc. and is equally useful for career/employment progression.

Course Outline

This course will enable students to develop fluent knowledge, skills and understanding of mathematical methods and concepts; acquire, select and apply mathematical techniques to solve problems; reason mathematically, make deductions and inferences, and draw conclusions; and comprehend, interpret and communicate mathematical information in a variety of forms appropriate to the information and context. The content of the course has been grouped into the following topics:

Number: this includes structure and calculation; fractions, decimals, and percentages; and measures and accuracy.

Ratio, proportion and rates of change: percentages; growth and decay problems; expressing relationships; direct and inverse proportion; comparing measures; expressing one quantity as a fraction of another; compound units; ratio; and interpreting graphs.

Algebra: plotting graphs; simplifying and manipulating expressions; notation and vocabulary; solving quadratic equations; solving inequalities; using algebra; the equation of a circle; solving simultaneous equations; solving equations; sketching translations and reflections; sequences; recognising, sketching and interpreting graphs; linear functions with graphs; formulae; finding the equation of a line; expanding and factorising; and substitution.

Geometry and measures: Pythagoras' Theorem; identifying properties of 3D shapes; constructing, describing and identifying shapes; vectors; trigonometry; volume; calculating parts of a circle; surface area; measuring; circle theorem; calculating length; defining shapes; constructions; congruent triangles; circles; angles; area of shapes; measures and accuracy; fractions, decimals and percentages; surds; indices; and calculations.

Statistics and probability: scatter graphs; sampling; key ideas of probability; interpreting data; experimental probability or relative frequency; constructing tables and diagrams; and calculating probabilities.

“My tutor is incredibly helpful and has helped finally understand and tackle Maths!”

GCSE (Trilogy)

Science

(Biology, Chemistry and Physics)

1 Year Course - September – June

Monday and Tuesday Evening (Both Nights)

6pm - 9pm

Board: AQA

Level: Level 2

Qualification: GCSE (grades 1 - 9 available)

Assessment Method: Examination and controlled assessment

Cost: Please see separate fee list on our website or ring 0161 419 3620 for information. This course is usually free if you don't already have a grade 4 or above in GCSE Maths and live in the Greater Manchester area.

Entry Requirements: You must already have a level 2 qualification (Functional skills or GCSE Grade C (4) or above in English and Maths).

Who is this course for?

GCSE Science should encourage you to be inspired, motivated and challenged by following a broad, coherent, practical, satisfying and worthwhile course of study. The course will provide insight into and experience of how science works, stimulating your curiosity and encouraging you to engage with science in your everyday lives and to make informed choices about further study and about career choices.

Course Outline

The aims of taking this course are to enable you to:

- develop scientific knowledge and conceptual understanding of science;
- develop your understanding of the nature, processes and methods of science;
- develop an understanding of the importance of scale in science;
- develop and learn to apply observational, practical, modelling, enquiry and problem-solving skills, both in the laboratory, in the field and in other learning environments;
- develop ability to evaluate claims based
- on science through critical analysis of the methodology, evidence and conclusions, both qualitatively and quantitatively; and
- carry out practical assessments to support scientific concepts, develop investigative skills and build and master practical skills.

GCSE Science offers the chance to develop scientific literacy needed by active and informed citizens in a modern democratic society where science and technology play key roles in shaping our lives. The course content has a clear focus on scientific literacy. Your teacher will use a wide range of teaching and learning styles, challenging you to consider critically the issues and choices raised by technology and science. You will appreciate what science has to say about people, the environment and the Universe. You will learn a great deal about how science works in a way that is relevant to you. You will develop skills which will enable you to weigh up evidence on both sides of an argument and make decisions about science issues.

By the end of the course you should feel more confident about dealing with the science you meet in your daily lives, as well as gaining a valuable qualification.

“I chose Aquinas College for the face to face teaching and convenient hours around work. My tutor is very supportive”

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